

GREAT LAKES PORTUGUESE WATER DOG CLUB

POLICY AND PROCEDURES MANUAL

(Updated: 03/27/2023)
(Updated with 2023 Minutes on 01/30/2024)

(If any discrepancy is found between this Policy and Procedure Manual and the GLPWDC Bylaws, the Bylaws shall govern.)

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Chapter 1--Officers and Directors:

Section 1: Officers:

President:

Duties as described in the bylaws, Article IV Section 2a). Additionally, the President's shall:

1. Shall submit to the PWDCA any required documentation to maintain the GLPWDC sanctioned status with the PWDCA;
2. Shall act as the liaison for the GLPWDC Facebook Page and any other social media the club deems appropriate or the President may designate someone to act as said liaison;
3. Shall submit Club documentation to the AKC annually or designate someone to submit said documentation.

Vice President

Duties as described in the bylaws, Article IV, Section 2b). Additionally, the Vice President shall:

1. Shall notify Board members 10 days prior to Board meetings (unless another designee is assigned by the Board.)
2. Draft Board meeting agendas and disseminate to the Board Officers and Members via email and bring copies of the Agenda to the in-person board meetings.
3. Communicate with the committee chairs and coordinate their timely reports to the Board.
4. Act as the Board liaison to the Webmaster or the Vice-President may designate someone to act as said liaison.
5. Other such other duties that may be assigned by the President and/or the Board of Directors.

History: 03/11/10 Motion made and seconded that the Vice President shall also communicate with the committee chairs and coordinate their timely reports to the Board. Motion also made and seconded that the Vice President shall be the Board Liaison to the Webmaster.

08/08/09 The Vice President shall draft the agenda for board meetings.

Recording Secretary

Duties as described in the Bylaws, Article IV, Section 2c).

Additionally, the Recording Secretary shall:

1. Shall receive petitions from the membership for special meetings and shall call such meetings; (unless another designee is assigned by the Board).
2. Shall notify all members of the Club of the election results, if an election is held, within ten (10) days of the Annual Meeting.
3. Shall distribute all meeting minutes via email to the Board Members within 14 days of the meeting for the Board Members to ratify the meeting minutes. Board Members shall respond to the Recording Secretary with seven (7) days of their approval or approval with corrections. As soon as the minutes are approved and accepted by the Board, the Recording Secretary shall forward the minutes to the Webmaster for posting to the Club's Website.
4. Shall receive written charges against a member of the Club for misconduct as outlined in the Bylaws; transmit written charges as described above to each member of the Board; notify the accused member by certified mail should the Board accept the matter; receive a finding issued by the Board or a Committee designated to determine the efficacy of the complaint of misconduct and notify both parties of the decisions and penalty (if any);
5. Shall forward to the Board copies of all correspondence involving legal matters.
6. Shall be the Policy and Procedure Manual Coordinator and shall periodically incorporate any necessary changes made by the Board of Directors to the GLPWDC policies into the Policy & Procedure Manual and shall then send the updated Policy and Procedure Manual (PPM) to the webmaster for uploading to the Club's website.

Corresponding Secretary

Duties as described in the Bylaws, Article IV, Section 2d).

Additionally, the Corresponding Secretary shall:

1. The Corresponding Secretary shall be the "Blast" liaison from and to the general membership and the public in the format as described in Chapter 2, Section 4 of this PPM.
2. The Corresponding Secretary shall send via the email blast list, the approved Board of Directors meeting minutes to all members.

History: 06/11/2023—Motion passed that the Board Meeting minutes will be emailed via the blast list to all members by the Corresponding Secretary.

History: 03/11/2010 Motion approved that the Corresponding Secretary shall be the “Blast” liaison to and from the membership and the general public.

Treasurer

Duties as described in the bylaws, Article IV, Section 2e).

Additionally, the Treasurer shall:

1. The Treasurer pays all due bills and reimburses members for monies they have spent for Club activities and makes certain that the “Request for Funds” forms are available for members. The Treasurer will pay all bills submitted for reimbursement that are deemed correct by the Treasurer. If the Treasurer has questions regarding the submitted bill(s), the bill(s) so questioned will be referred to the entire Board for consideration.
2. In addition to the Treasurer, another Officer or Board member shall also be a signatory on the bank accounts of the GLPWDC. Only one (1) signature shall be required on withdrawal(s) or checks.
3. The Treasurer assists committee chairs with any monies needed for their events, either paying invoices directly, using Club’s debit card, or reimbursement.
4. The Treasurer also pays the Club’s yearly insurance, files IRS returns, and file with the State of Michigan the Annual Report and pay the State of Michigan Nonprofit Corp. Filing Fee.
5. As the renewal membership payments arrive, a membership tally is kept and periodically this list is sent to the Membership Chair.

History: 03/11/2010 Motion passed that we would have an additional signer on the Club’s Bank Accounts with only one (1) signature needed to withdraw funds or sign checks. **11/30/2008** Motion passed that it was not necessary to Bond the Treasurer.

Section 2: Board of Directors:

Duties as described in the Bylaws, Article IV, Section 1 and Section 2-

Additionally, the Board of Directors shall:

A. Annually Set GLPWDC Dues Structure for the ensuing year.

History: 08/08/09--The 2010 dues schedule established and “Breeder Sponsored Membership re-established. **01/12/2008**--GLPWDC will not pro rate dues to reflect a member’s actual date of application but will recognize the annual dues paid by any new member in the last quarter of any calendar year, to be considered paid in full through the NEXT calendar year. **12/8/07**--Dues are to remain the same for 2008 as last year.

B. A vacancy occurring on the Board shall be filled by the Board pursuant to the Bylaws.

History: 03/11/2010 Board Vacancy: Vice President, Stan Liebaert to fill the position of President pursuant to the Bylaws. Bev Ironside to fill the position of Vice President and Vicki Robinson appointed new board member. **12/09/2009**--Board Vacancy: Bev Ironside appointed to fill board opening. **11/19/2009**--Board Vacancy: -Motion approved that a blast be sent to the entire membership about the board opening, inquiring who might be interested. The board will then vote to fill the vacancy. **02/28/2009**--**Board Vacancy** Jillian Rakow appointed as new Vice President. Amy Lane appointed as new Corresponding Secretary.

C. Review the Club Insurance annually to determine if the club carries proper amounts of coverage to include but not limited to:

- a. **General Commercial Liability Insurance Policy-renews annually; last renewed in January 2023 which is through Sportsmen’s Insurance Agency and placed with Hanover Insurance Company currently at a cost of \$754.**
- b. **Bond Insurance-renews every 3 years; last renewed in January 2021 which is through Sportsmen’s Insurance Agency and placed with Hanover Insurance Company currently at a cost of \$201.**
- c. **Directors and Officer Insurance-renews annually; last renewed in September 2022 which is through Travelers Equisure currently at a cost of \$525.**
- d. **Accident Policy-renews annually; last renewed in January 2023 which is through Sportsmen’s Insurance Agency and placed with Philadelphia Insurance Company currently at a cost of \$306.**
- e. **The GLPWDC will purchase and maintain \$2,000,000 indemnity/liability insurance for all current and past Board Officers and current and past Committee Chairpersons. It is the Treasurer's responsibility (using Club monies) to obtain such insurance.**

History: 01/24/2023: Letter sent by the PWDC to the Regional Clubs stating that the PWDC would like all insurance policy renewals to occur between November 1 and January 31.

History: 8/14/2022 The Board agreed to switch the Directors policy from Sportsmen’s to Travelers Equisure. The general insurance policy will be reviewed and switched to Travelers Equisure in January 2023 when our current insurance expires, if advisable. Liability

Insurance through Sportsmen's and the Accident Policy is through Sportsmen's. The Board approved that the President pursue applications with Travelers Equisure as the policies become due.

History: 09/19/2010: Insurance Policy Details: The Sportsmen's Policies cover:

Commercial General Liability plan for \$625: \$1,000,000.00 per occurrence/\$2,000,000 aggregate-bodily injury/property damage, includes up to \$4,000 in miscellaneous club owned equip (we do not own any property/equip). Then we have additional insured endorsements at \$50 each. PWDCA requires that we include them so there is \$50. PWDCA also requires that we include our water trial sites, so that amount depends on how many trials we host. This year it is two: Camp Lael and Traverse City, so this is another \$100. The water trial sites are date specific. Then we will include anyone else's property, like in the past we have included Elaine Suter's property, Shirley Breitzman hosted us for picnics for a couple years so we included her property. This year we are (so far) only going to Paula's. These type places are not date specific. I ask for a start date to run for the "entire length of the policy". These additional insured can be added at any time; just give the insurance company a few weeks' notice. There is paperwork to be filled out and a check mailed to them. So this year we added \$200 for four additional endorsements. Some of the places we rent only want to see paperwork that we have insurance. In this case I request paperwork from Sportsmen's and send it to the rental properties, this year AADTC and Arboroads. As far as insurance goes, some sites need an extra \$50 rider (Paula's pond, the water trial sites, PWDCA). Other venues, such as Arbor Roads or Ann Arbor Dog Training Club only need to see a copy of our insurance, as they are also insured by Sportsmen's. Some of our venues are insured for the entire length of the policy (Paula's, Arbor Roads, and the PWDCA), and other venues are only insured for the dates we will be at the site (Camp Greilick or Camp Lael).

Accident policy for \$421.80. It is with National Union fire Insurance Co of Pittsburgh, PA; however Sportsmen's handles this for us. In the past this policy was with AIG but since they got in trouble, Sportsmen's switched us to this National Union Co. We were not given a choice, it just happened. Full Excess, Maximum Benefit Amount per injury \$100,000; deductible amount per injury \$100. Benefit period: 1 yr. Accidental Death benefit \$10,000; accidental dismemberment benefit \$10,000. For all members, volunteers and officials, various age groups, at \$3.70 per person for 114 members. This is the policy I increased because we have gained more members than when Fred set this up. There is a \$25 processing fee.

08/14/2010 The Board agreed that the Club shall carry D & O insurance through the Sportsmen's Insurance Company.

Chapter 2--Committees:

Section 1: Advertising Committee:

The Advertising Chairperson shall act as the liaison to the Courier editor/staff who can keep the editor updated on events in our region. The Courier Editor/Staff can contact the GLPWDC Advertising Chairperson for information for our events in the area or for assistance in promoting events held by others in the area.

The Club Facebook liaison or Advertising Chairperson will place or submit information to be placed regarding club events on the GLPWDC and/or PWDCA Facebook pages, PWD-L, PWDCA-L, GLPWDC Blasts, and the GLPWDC and/or the PWDCA Websites.

A. PWDCA Courier Ads for Water Workshops & Trials:

The Ads in the Courier for the Water Trials and Workshops should be handled by the water committee, water trial chair or the Advertising Committee/Chair.

B. Brag Ads to be placed on the GLPWDC website:

Brag Ads to be placed on the Club Website will be accepted at any time by Mari Irwin, Webmaster. See Sample Form at Exhibit 18-E.

C. Brag Ads to be placed in the Courier:

To support and congratulate our club members, the Board will vote each year which, if any, of the following group brag ads the Club will place in the Courier: Performance, Obedience, Tracking, Agility, Rally New Champions, Pets, Rescue, Veterans, Water & Etc.

NOTE: The Courier is published quarterly and what is included in each issue will change from year to year so the following information and Exhibits are examples only and the Advertising Chairperson will need to check with the Courier staff to see what will be included in each issue annually. The Advertising Chairperson will also need to set deadlines for the club members to submit information if they want to be included in a Club Brag Ad so the Chairperson has time to upload the information and photos to the Courier.

The PWDCA/Courier (this may change from year to year—check the PWDCA/Courier website) Advertising submittal information may be found at the following link (Press Ctrl & click or double click on the following link and then choose to skip verification) If the link doesn't open by clicking on it, copy the link and paste it into your web browser. <https://form.jotform.com/230294527273154>.

Timelines:

1. Approximately eight weeks prior to the advertising deadline, the Advertising Chairperson will coordinate the brag ad.

2. Six weeks prior to the advertising deadline, the advertising committee chair will contact the Corresponding Secretary to send out a Blast communication to call for participants in the brag ads, indicating the name of the person responsible for coordination of the Brag Ad. In the communication, it should also be mentioned that the Club requires the use of the Courier Brag Ad Participation Form which is available on the club's website. (sample located under Exhibit 18-F below).
3. Four weeks prior to the advertising deadline, the Advertising Chairperson shall contact the editor/staff at The Courier to inform them that we will be placing a group ad. You will not know the number of pages until you know the number of photos.
4. The GLPWDC will pay for a black and white ad.
5. All participants will pay for each photo they wish to have included in the ad.
6. The rate for the photo will be the current Courier rate for a black and white photo.

Participant Information Required:

All participants must provide the following information to the coordinator by the coordinator's deadline (suggest it be at least two (2) weeks prior to Courier deadline).

1. Completed Courier Brag Ad Form found on the GLPWDC website>Club Information>Forms (sample located under Exhibit 18-F below).
2. Copies of Health documentation as required by the Courier Advertising Policy (Breeding ads only).
3. A Check (payable to GLPWDC) for # of photos at \$25.00 for each photo or other amount as determined by the Board of Directors.
4. Photo with (maximum of one dog per photo) call name of dog written lightly on back of photo, or copy of photo with name written on back, if sending digital image via email to coordinator.

Coordinator Packet to the Courier

1. Complete the insertion order, available on the PWDCA website.
2. Type a master sheet with the call names of each individual dog, along with the brag headline (see previous issues as a guideline)
3. It is recommended that you have the information for each dog in individual envelopes.
4. A check for the total amount of the ad. Contact the GLPWDC treasurer for the total amount of the check to submit.
5. The Board may, from time to time, determine the number of Ad pages. As a guideline for Club Brag Ads, in the past GLPWDC will sponsor:
 - a. 1-8 photos: one black and white ad page.
 - b. 9-16 photos: two black and white ad pages
 - c. Over 16 photos: three black and white ad pages.

History: 01/07/2010—Board Approved 3 brag ads in Courier for 2010.

History: 03/11/2010—Vicki Robinson approved as Committee Chair

History: 02/19/2023—Mari Irwin will accept brag ads at any time for posting to the website.

Section 2: **Audit Committee:**

Per the Bylaws, in October or November an Audit Committee is appointed consisting of two members and the Treasurer. These members may volunteer or be suggested by the Board. It would be helpful if there is at least one alternate in case a committee member cannot attend the audit. It is not necessary to have a Board member on the committee.

The audit may be held anywhere as agreed by the Committee and should be completed no later than January 31st of each year.

The Treasurer shall have the books up to date and all banking paperwork available for inspection. It is not necessary to go over each entry but to randomly select portions to examine.

The two members shall determine who among them will Chair the committee and this person will write a letter to the Board about their findings and suggestions for improvement. This letter shall be kept on file by the Treasurer.

History: 01/7/2010-- Melissa received a letter signed by the Audit Committee Chair stating that the books were in fine order. **10/10/2009**-- The Audit Committee is established for 2009. **11/30/2008**--*Bonding*: The board decided that at this time Bonding is not necessary. *Audit Committee established for 2008*: **09/15/2007**--Audit Committee established.

Section 3: Awards/Trophy Committee:

This committee will be responsible for collecting award titles from club members and acknowledging those awards via presentation at our Annual Club Membership Meeting and may send the award information to the Webmaster for inclusion on the Club's website.

Section 4: Bylaw and PPM Review Committee:

1. The Board shall appoint members to the Committee and at least one member of the Committee shall be from the Board of Directors.
2. The President may be a member of the committee and if not a member, then the President shall be an ex-officio member of the Committee.
3. The Board of Directors shall select a temporary Chairperson and the Committee at its first meeting will select a Chairperson for the Committee.
4. The Committee shall review the Bylaws periodically and when necessary, make recommendations to the Board of Directors regarding updates and changes.
5. Proposed amendments should be typed in a form that the Committee and the Board can understand.
6. Amendments to the Bylaws may be proposed by the Board of Directors or by written petition addressed to the Recording Secretary and signed by twenty (20) Full Members in good standing.
 - a. Amendments proposed by a Member's petition shall promptly be considered by the Board of Directors and must be submitted to the Members with recommendations of the Board by the Recording Secretary for a vote within three (3) months of the date when the petition was received by the Recording Secretary.
7. The Chairman of the Committee shall present all proposed Bylaw amendment(s) (along with commentary) to the Board of Directors at the next meeting of said Board. The Board shall then review the proposed Amendments and upon a majority vote of the Board shall recommend approval or denial of the proposed Amendment(s) or the Board may send the proposed Bylaw amendment(s) back to Committee for further review with its recommendations and/or comments.
8. When the Bylaw revisions have been approved by the Board, the Recording Secretary shall then submit the Amendment(s) to the Full Members for a vote as outlined by Article IX of the Bylaws.
9. When the Bylaws have been approved by a vote of the Full Members, the Committee Chairperson shall submit the Bylaws to the PWDCA for filing.

History: 01/26/2024--The PPM has been updated with the information from the 2023 minutes.

History-11/08/2023--Ballots for the proposed updated Bylaws were sent to the Full Members and were tabulated by Stan Liebaert; 35 Ballots mailed, 28 returned, 1 invalid, and 27 ballots tabulated with 26-Yes and 1=No. Bylaw Proposal Passed. The updated PPM did not need to be approved by the Full Members.

History-08/13/2023--Board of Directors approved the updated Bylaws.

History: 08/13/2023--The updated PPM dated March 27, 2023 was approved by the Board of Directors.

History-12/11/2022--Members- Bev Ironside, Melissa Liebaert, Betsy Hodges. Bev was on the original Bylaw committee. Bev Ironside has been chosen as the Committee Chairperson by the Committee members. Committee members have a copy of the bylaws and the policies and procedures. They will meet after the new year. Their goal is to be finished with review by May 1, 2023.

History-03/11/2010--Motion made and seconded that the members of the Policy and Procedure Committee shall also be members of the Bylaw Committee. 10/26/08-- The amended Bylaws were accepted without dissent.

Section 5: Election Committee:

The Board shall appoint a Committee Chair who may, if needed, appoint additional members to this Committee. The purpose of this Committee is to assist the Recording Secretary in the tabulation of votes, either with paper ballots or electronic ballots

History 10/8/2023--The Board instituted absentee balloting due to insufficient number of members planning to attend the annual meeting and appointed Stan Liebaert Committee Chair and Anat Hodish and Shannon VonSach, committee members, to assist in the tabulation of ballots that were sent out to the Full Members for purposes of voting on the slate of Officers and Directors for 2024 and the Updated Bylaws that were approved by the Board of Directors on August 13, 2023. The votes were tabulated on November 8, 2023 and a report was sent to the Board of Directors by Stan Liebaert on November 9, 2023.

Section 6: Events Committee:

The Committee may provide activities throughout the year that promote the Club's goals in the following areas:

1. Conformation/Supported Entry
2. Agility
3. Obedience
4. Water Workshop and/or Trials
5. Other Performance venues

After every event, the Chairperson will be responsible for providing an After-Action report to the Board Vice-President.

Conformation/Supported Entry Procedures:

- 1) The regional club must be a sanctioned club of the PWDCA.
- 2) The Committee should periodically attempt to hold one event in Michigan and one event in Ohio that is convenient for all the Club's members.
- 3) The Committee **must** make contact with the Club Hosting the Show where you wish to hold your supported entry **NO LATER THAN SIX MONTHS--EARLIER PREFERRED TO MEET AKC DEADLINE-** (See #5 below) prior to the closing date for the show.
- 4) The GLPWDC must have permission from the AKC Club Hosting the Show at which you will hold your Supported Entry at - - a copy of this permission from the Show Secretary (an email will suffice) must be included with your application to the PWDCA. EXAMPLE 18-A
- 5) If you choose to hold a Puppy and/or Veteran Sweepstakes you will need to apply for that event directly with the AKC Events department. AKC must receive your application to hold a Sweepstakes at least 24 weeks before the closing date of the show. EXAMPLE 18-A

(Note--It has been our experience that entries have been so low for the two Sweepstakes held with supported entries that it was decided on March 11, 2010 that we do not intend on providing Sweepstakes competitions at future events.)

- 6) Complete the "Application to Host a Supported Entry by PWDCA Sanctioned Regional Club" available for completion online at the PWDCA website>Member Center>Forms> "Application to Hold a PWDCA Supported Entry." After completing the form online and selecting the Submit button, it will be sent as an email to the PWDCA Corresponding Secretary.
 - a. To Complete this form, you will need:
 - i. The name of the judge for the Supported Entry breed classes and the judge for the Sweepstakes, if you are holding a Sweepstakes competition.
 - ii. Name, email and phone numbers for the Regional Club Officers and Supported Entry Committee members.
- 7) Be certain to read the rules contained in the *PWDCA Policy and Procedure Manual* pertaining to hosting a Supported Entry. Refer to the "National Specialty, Regional Clubs, Specialty Shows and Supported Entries" section of the index for page numbers directing you to the information you will need for Supported Entry shows.
- 8) If you are holding a Sweepstakes, be certain to read the policies on the division of funds for entry in the Supported Entry section of the *PWDCA Policy and Procedure Manual* as noted in item above. EXAMPLE 18-A
- 9) If you are holding a Sweepstakes, be certain to read and follow *AKC Rules Applying to Dog Shows*, Chapter 11, Section 13 on who can exhibit to a Judge (including Sweepstakes) and AKC rules on a Sweepstakes judge showing during the weekend of an assignment.

PREPARING FOR and BEFORE THE EVENT

1. When approaching an AKC Club about their show, ask the Show Chair what the typical agreement is (fee per entry back to the PWD Club (may be based on number of entries drawn), some provide rosettes for certain placements, reserved grooming space, etc.) and what judges they currently are working with that are approved to judge PWDs.
2. Ask the Show Chair if RALLY and OBEDIENCE are being held as part of the event - - the GLPWDC prefers to support shows that also offer these competitions for the PWD fanciers.
3. The Committee will work directly with the Show Chairperson on the selection of the conformation judge.
4. The host Club is usually expected to provide trophies, the Show Chair should be able to provide a list of requirements.
5. It is the responsibility of the Supported Entry Committee to solicit trophy donations from the Membership of the GLPWDC. It is also their responsibility to ensure payment is received for these donations from the Members. The Committee will be responsible for providing a trophy list to the Show

Chair to be printed in the premium list per the deadline requirements of the AKC Club Hosting the Show. Ensure that RALLY and OBEDIENCE entries are also supported. EXAMPLE 18-A

6. If the AKC Club Hosting the Show does NOT provide rosettes as part of their agreement, the Supported Entry Committee should request rosettes through the Show Chair/Show Superintendent and the rosettes should be paid for out of the trophy funds. (Best of Breed, Best of Opposite, Best of Winners, Winners Dog and Winners Bitch - - and Best Puppy or Best Bred by Exhibitor IF those competitions are being held as "Special Attractions" by the AKC Show Giving Club.) This includes HIGHEST SCORING PWD in OBEDIENCE and HIGHEST SCORING PWD in RALLY.
7. Committee should arrange with the Great Lakes Portuguese Water Dog Club's Advertising Chairperson or Facebook Liaison to advertise upcoming events via the PWD-L, PWDCA-L, GLPWDC Blasts, Facebook, and Websites.

DAY OF EVENT

1. Supported Entry Committee has the option to give the trophies to the Show Chair and allow the items to be set up at the All-Breed Trophy Table (clarify whether all-breed club is providing trophy cards to the exhibitors or if the GLPWDC needs to do this) OR to personally set up a ring-side trophy table (preferred) with the GLPWDC sign, tablecloth and trophies. If the trophies are handed out ringside, a designated "Trophy Person" who understands the ring procedures should be on hand to present the trophy to the handler as they are leaving the ring. This arrangement should be made for both OBEDIENCE, RALLY and CONFORMATION.
2. The Supported Entry Committee should provide a thank you note and gift to the Sweepstakes and Regular Class judges. These gifts can be delivered to the Steward's table prior to or after judging.
3. Participants gifts from the GLPWDC have been historically handed out at each event. This is best handled as exhibitors exit the ring with a designated person (who is not competing) handling the process.

AFTER THE EVENT

1. Results from the event may be posted to the PWD-L, GLPWDC and the PWDCA Club's Facebook Pages, and PWDCA-L, "Blasted" to the GLPWDC list, and posted on the GLPWDC website. EXAMPLE 18-A
2. The Chair of the Event (or Trophy Chair) shall be responsible for sending thank you notes to trophy sponsors.
3. The Committee should complete an "After Action" and "Income/Expenditure" report and provide them to the board for review. EXAMPLE 18-C, EXAMPLE 18-D.

History: 02/28/2009 Motion Approved to support the trophy sponsorship for the Livonia Kennel Club Supported Entry 8-30-09.

Section 7: Legislative Liaison:

GLPWDC Legislative Liaison may:

1. The President may appoint a Legislative Liaison.
2. Receive national legislative information from PWDCA Legislative Liaison via email.
3. Check regularly with both Michigan and Ohio state houses to see if any bill has been introduced concerning issues of the organization.
4. Acquaint members with advocacy activities that the club may have or has.
5. Create an understanding of the importance of the legislative process carried out by those we elect to represent our interests, both at the state levels and at the national levels.
6. Help members participate by effective communication with their legislators.
7. GLPWDC is a 501(c)(4) granted by the Internal Revenue Service, meaning this organization is a not for profit and may not endorse any one candidate but may support any issue regarding issues important to the organization and other related PWDCA clubs.
8. If an issue appears that the organization is for or against, any member who wishes to speak to the issue must either be appointed by the President, or, have permission from the President to represent the organization.
9. Anyone who addresses the issue must also submit their remarks to the President for approval.
10. Anyone wishing to speak on their own behalf may do so, but, may not use any reference to the GLPWDC.

Section 8: **Membership Chairperson:**

The Membership Chair keeps a record of all Club members whose dues are paid for the current year. This list comes from the Treasurer periodically. Copies of this list are sent to PWDCA as part of the annual sanctioning package, (the Club webmaster if such is decided), and emailed or mailed to the membership. The list includes: name, address, phone #s, email address, date of joining Club, years in PWDs, AKC designation (breeder, exhibitor, owner) and whether the member has Full or Associate status.

In addition, the Membership Chair shall:

1. In November of each year, the Membership Chairperson should mail dues renewal notices to the members. If the dues are not paid by the due date (January 1), a reminder notice will be sent and membership renewals procedure will be followed pursuant to the bylaws.
2. Notify new members of their election to membership.
3. Make sure membership applications are available at events and on the website. These applications should be updated as necessary with Board approval.
4. As Associate Membership applications are received, the information is emailed to the Board Members for an approval vote. After approval, a welcome letter which will also include an excerpt from the first two paragraphs of the Canine Behavior Agreement is mailed to the new member.
5. After one year of Associate Membership, a person may apply for Full Membership by submitting the appropriate form to the Membership Chair. This information is forwarded to the Board members for an approval vote. The member will be notified of their status.
6. Shall receive any resignation of membership.

History 04/16/2023—Cathy McClellan, Membership Chair, sent an updated member roster to the webmaster to be posted to the password protected section of the website.

Section 9: **Merchandise /Fund Raising Committee:**

To maintain an up-to-date inventory and ensure that inventory items are available for purchase at GLPWDC activities.

History 01/07/2010--GLPWDC Patches: The board agrees to go ahead with the patch project. All members will get one free and then the balance can be sold for \$5.00 each.

Section 10: **Nominating Committee:**

Responsibilities as described in the Bylaws, Article VI, Section 1 and 2.

Additionally, the Nominating Committee shall:

1. Prior to nominating candidates for an open Officer or Director position, at the option of the Nominating Committee, the Committee Chairperson may arrange to send a Blast to the Membership requesting that anyone who may have an interest in serving as an Officer or Director of the Club to please send a written communication to the Chairperson at least 50 days prior to the annual meeting.
2. Additional nominations may be made in writing directly to the Chairperson of the Nominating Committee no later than 40 days prior to the annual meeting, by any Full Member provided that the member nominated must also be a Full Member in good standing and who signifies their willingness to be a candidate in writing to the Nominating Committee for the position.

The Final slate shall be prepared in writing by the Chairman of the Nominating Committee no later than thirty (30) days prior to the Annual Meeting and sent to the Recording Secretary.

Upon receipt of the committee's report, including additional nominations, if any, and at least 30 days prior to the annual meeting, the Recording Secretary shall notify each Full Member via email if the member has indicated email can be used for official correspondence otherwise via U.S. Mail of the list of nominees.

History: 08/13/2023—Slate of Officers for 2024 was presented to the Board of Directors and then sent to the Full Members for a vote. Ballots were tabulated on November 8, 2023 by the Election Committee; 35 Ballots mailed, 28 returned, 1 invalid, 27 ballots tabulated with 27=Yes and 0=No. Full report submitted by Stan Liebaert, Election Committee Chair.

History: 08/08/2009--Nominating Committee was established for the Fall 2009 Election. **08/10/2008**--Nominating Committee was established for the Fall 2008 Election. **09/15/2007**--Nominating Committee was established for the Fall 2007 Election

Section 11: Policy and Procedure Manual Coordinator:

The Recording Secretary shall act as the Policy and Procedure Manual Coordinator responsible for updating the PPM periodically from the Board minutes and sending the updated PPM to the Webmaster for uploading to the Club's website.

History: 01/26/2024--The PPM has been updated with the information from the 2023 minutes.

History: 08/13/2023--The updated PPM dated March 27, 2023 was approved by the Board of Directors.

History: 09/19/2010--Motion made and seconded that the Policy and Procedure Manual Committee shall be disbanded and Beverly Ironside is appointed by the Board to be the PPM Coordinator and is also appointed by the Board to be a member of the Bylaw Review Committee.

03/11/2010 --Motion made that Bev Ironside shall be chairperson of this Committee and that this manual should be updated by the Chairperson as needed with decisions made at the board or member meetings after minutes are approved. **11/19/2009**---Committee established.

Section 12: Social & Educational Activities Committee:

The Committee may provide activities throughout the year that promote the Club's goals in the following areas:

1. Social community involving our dogs – activities to promote camaraderie with fellow club members and our dogs such as a picnic or other activities that may or may not include dogs.
2. Health knowledge seminars – this may or may not include speakers or other experts in the field.
3. Grooming skills and tips – workshops to help PWD owners learn about the proper ways to groom a pet and show PWD.
4. Other educational subjects based on input from club members.
5. It is the responsibility of the committee to gather input from club members each year on the events they are interested in and to evaluate each event for future improvement.
6. Showing your PWD in Conformation.
7. Getting started in water activities.
8. Getting started in performance events such as agility, obedience, rally or tracking.
9. PWDCA National Specialty and determination of Involvement by the GLPWDC.
10. After every event, the Chairperson will be responsible for providing an After-Action Report to the Board Vice-President.

History: 03/11/2010—Performance Basket will not be donated for the 2010 Specialty. **10/10/2009**: Motion not to participate at the Novi Pet Expo.

2/28/2009-----Performance Basket will be donated. **08/10/2008**---Motion Passed to assist Overboard Club at the 2009 National Specialty by running the Silent Auction Event. **12/08/2007**—A Quilt and Basket will be donation for the 2008 National Specialty.

Section 13: Water Activities Committee:

Water Activities Committee

It is the intention of the GLPWDC to host at least one PWDCA-sanctioned Water Trial each year; and to provide other programs that benefit our members who are interested in PWDCA Water Work. The Water Activities Committee shall oversee all Water Trials; and may organize other programs that promote water training to our members, and that assist our members in their training for trials. Each Trial and major event will have its own operating committee. Other Club events that are primarily social are not the responsibility of this committee even though they may involve water activities.

The Water Activities Chair and Committee are appointed by and serve at the pleasure of the Board of Directors. Committee members must always have a current copy of the PWDCA Water Trial Manual. The PWDCA Water Trial Manual is available for ~~free~~ download at:

NEW LINK=(Press Ctrl then click or double click on the link below--and then choose to skip verification) If the link doesn't open by clicking on it, copy the link and paste it into your web browser.

https://s3.amazonaws.com/amo_hub_content/Association1696/files/Activities%20or%20Events/Water/Water%20Trial%20Manual%202022.pdf

Or go to www.pwdca.org > Activities & Events > Water Work.

Specific responsibilities of the committee include:

- a. Seek out potential water trial sites and obtain site approval from the PWDCA Water Committee
- b. Appoint Water Trial Chairs and Trial Secretaries who must also maintain a current copy of the PWDCA Water Trial Manual.
- c. Assist in the selection of Water Trial Judges.
- d. Place the required trial ads in the *Courier* at least two months in advance of the closing date for the trial.
- e. Send a notification of the Water Trial to both the Membership of the PWDCA via the PWDCA-L, PWD-L Lists, the GLPWDC via email Blasts, Facebook and/or Websites.
- f. Ensure that all Water Trials are conducted as specified in the current PWDCA Water Trial Manual.
- g. Assist the Trial Committees in any other manner requested.
- h. Be the GLPWDC's liaison with the PWDCA Water Committee.
- i. Organize workshops, seminars and water practice days for our members.
- j. Undertake any other activity that will benefit club members that are interested in PWDCA Water Work.

Water Trial Chairperson Responsibilities:

1. Follow rules and regulations as outlined in the PWDCA Water Trial Manual.
2. Be certain that Liability Insurance covering the Club and Watercraft owned by others is in effect including any Riders needed for the Trial.
3. Select Hospitality Chairperson--The Water Trial Chairperson or Hospitality Chairperson shall:
 - 1) Arrange for a Host Hotel/Motel and alternative lodgings for publication in the Premium approximately six (6) months prior to the date of the trial.
 - 2) Arrange for a Lunch to be served on the day(s) of the Trial and determine the cost of said lunch for publication in the Premium List.
 - 3) Arrange for Judge's Transportation and Lodging, if requested.
 - 4) Arrange for gifts for the Judge, the Qualifiers and possibly for the participants.
4. Provide supplies for use by the judge, exhibitors and stewards such as numbers for exhibitors, safety pins, pencils & pens, markers, boards, etc.
5. Complete a GLPWDC "After-Action" Report and send it to the GLPWDC Vice-President.

History: 9/29/06--Water Activities Committee formed.

Section 14: Website Committee/Webmaster:

The mission of the GLPWDC Website Committee is to create and maintain a GLPWDC website which provides in-depth, accurate information about Portuguese Water Dogs, the PWD community, and the GLPWDC. In addition, the GLPWDC web site will provide links to other important PWD-related sites including, but not limited to sites on the PWDCA website.

Goals for the GLPWDC website include:

- supporting the objectives of the GLPWDC as documented in the GLPWDC "Certificate of Incorporation."
- providing educational information about Portuguese Water Dogs
- serving as a resource for GLPWDC members and the PWD community

The content of the GLPWDC web site shall be provided by GLPWDC Officers and Committee Chairs.

Whenever there is a discrepancy between information shown on the GLPWDC website versus the GLPWDC Policy and Procedure Manual, the Policy and Procedure Manual shall be considered the authoritative source. The Vice-President shall be the Board liaison to coordinate with the Webmaster as needed.

Responsibilities of the GLPWDC Website Committee Chair (Webmaster) include:

Ongoing maintenance of the web site with content additions or changes such as:

- Updating the website contact page with current information on Board of Directors and Committee Chairpersons.
- Updating the website with information about upcoming events.
- Uploading to the website reports of past events.
- Uploading Minutes and Blasts.
- Adding Brags and photos.
- Uploading club forms.
- Uploading club rosters periodically.
- Uploading the current Bylaws and the current PPM.

- Submittal of email alias requests to the hosting service provider, as needed.

The host of the website and domain name renewal shall be approved by a majority vote of the Board whenever a contract is up for renewal. Any expenses necessary to maintain the site shall be paid by the GLPWDC.

History: 10/25/09--As of August 12, 2009, website ownership of the GLPWDC website was transferred to the GLPWDC. Robin Burmeister has agreed to act as the official webmaster.

History: 03/11/10—Bev Ironside appointed Board Liaison to the Webmaster.

Chapter 3--Policies:

Section 1: Blasts/Newsletter Policy:

Club Blasts to the Members and/or General Public via Email, or on the GLPWDC Website or on the Club's Facebook page may be sent only by a Board Member or Committee Chairperson. Other communication may also be placed through the PWL-L (although the PWL-L list is not often used.)

If any member desires an official blast to be sent from the GLPWDC, the member shall prepare the information and email it to the Corresponding Secretary who shall determine if the information is appropriate to "Blast" and to whom it should be sent. The Corresponding Secretary, if desired, may request input from the Board of Directors as to the whether the "Blast" should be sent and to whom. The format for the subject line of the email "Blast" shall be as follows: GLPWDC BLAST: (Subject to be included here).

History: 03/11/2010 Club Blasts shall be sent only by a Board Member or Committee Chairperson. **01/06/2010**--All Blasts shall also be sent to the Webmaster for placement on the GLPWDC Website.

Section 2: Canine Behavior Policy:

The Great Lakes Portuguese Water Dog Club must require responsible behavior by dogs, handlers, and owners at all of the GLPWDC events. We totally support the premise that the Portuguese Water Dog is a working breed and should be treated accordingly; at the same time, we are adamant in our position that stable temperament is paramount in our breed. Confidence and courage are key qualities in dogs that are routinely competed in activities that require them to interact with people and other dogs. Therefore, the GLPWDC has set forth guidelines to establish rules and regulations pertaining to the conduct of the dogs, handlers, and owners attending GLPWDC events.

1. Owners and/or handlers are responsible for the behavior of their dogs and need to be aware of their legal liability to assume any and all financial costs incurred from medical expenses and/or any property damage caused by their dogs.
2. Record Keeping: It shall be the responsibility of the Event Chairperson or Board members in attendance who may have been involved in any situation regarding the disruptive behavior of any dog to complete an incident report that would include within the report the names of any dogs, handlers, and owners that were involved in any such situation as well as the date, time, and location. The report shall outline the incident in detail, the steps taken at the time and the recommended steps to be taken in the future. A copy of this report shall be made part of the After-Action Report prepared by the event chairperson.
3. The following first two paragraphs of the "Canine Behavior Agreement shall be included with the new member welcome letter sent by the Membership Chairperson to new members once they are approved and shall also be included in every GLPWDC event sign-up or application form and shall also be available for signature by all guests who shall attend an event who have not previously signed this form:

Canine Behavior Agreement

Any dog that exhibits unsafe or disruptive behavior toward other dogs, handlers, or instructors must be immediately brought to the attention of any GLPWDC Director, Officer or Event Chairperson. If it is determined that the dog will not benefit from the group situation or poses a safety problem, the dog will be dismissed from the event and shall be immediately removed by the owner or their agent. If the dog has caused injury to another dog or person, the dog shall be dismissed from the event immediately and must be crated or placed in the owner's vehicle.

I understand the above policy and agree with any decision regarding my dog(s) aggressive or disruptive behavior, and I hold all Directors, Officers, and Members of the Great Lakes Portuguese Water Dog Club harmless.

My dog is current on all its vaccinations and has a current rabies certificate.

Name of Owner(s): _____

Name of Dog(s) attending Event(s): _____

Address: _____

City: _____ State: _____ Zipcode: _____

Signature of owner: _____ Date: _____
(If minor, Parent of Guardian must sign)

History: 10/25/09—Committee established.

Section 3: Code of Ethics Policy:

Code of Ethics Great Lakes Portuguese Water Dog Club

Preamble:

The Great Lakes Portuguese Water Dog Club recognizes that there are a myriad of circumstances inherent in the sport of purebred dogs that create conflict and raise questions regarding the ethical behavior of people breeding, showing and performing with their dogs. In so doing the GLPWDC desires to formally recognize a code of ethics to both guide the membership in times of conflict as well as assist each member in avoiding such conflicts whenever possible. This code of ethics is not intended to be an all-inclusive list of actions upon which each member is judged but to be used as one of many tools to guide the club in maintaining an organization of integrity and purpose.

The Purpose of the GLPWDC Code of Ethics is multifold:

1. To identify and delineate the Core Values and Principles held by its members.
2. To assist members in decision making where conflicts of interest occur.
3. To articulate public standards of conduct by which GLPWDC members may reasonably be held accountable to each other, the board of directors, and the membership as a whole.
4. The Code provides written minimum standards to assist new members in understanding and meeting the GLPWDC expectations for correct action.

Ethical Principles:

The Value: **Stewardship**

The Principle : All members have an obligation to place the welfare of the Portuguese water Dog before consideration of profit or personal advantage by keeping them from exploitation, irresponsible promotion and reckless proliferation.

The Value: **Integrity**

The Principle: GLPWDC members are continually aware of the clubs mission, values, principles and Code of Ethics. Members act honestly to provide, receive and utilize knowledge in order to support the safekeeping as well as to encourage the improvement of the Portuguese Water Dog.

The Value: **Positive Human to Canine Bond**

The Principle: Members are aware of the importance of an interactive attachment between the Portuguese Water Dog and its human guardian. Members act to promote and ensure that all Portuguese Water Dogs have regular positive human interaction throughout their lifetime.

The Value: **Competency**

The Principle: All members who house Portuguese Water dogs are constantly seeking to improve their relationship with their dog through education, whether it be written, interactive, didactic or via AKC, PWDCA or GLPWDC events.

All members who house intact breeding animals possess the knowledge and capacity to ensure any and all progenies are whelped, raised, and placed in accordance to the Code of Ethics of the PWDCA, GLPWDC and rules of the AKC.

All members of the GLPWDC willingly exchange knowledge of sound canine husbandry with other members seeking assistance and education.

Club Members Shall:

- A. Abide by the Constitution, Bylaws and Code of Ethics of the GLPWDC, the PWDCA and the rules of the AKC.
- B. Act in accordance with the Values and Principles of the PWDCA and GLPWDC.
- C. Be alert to and avoid conflicts of interest when exercising their rights to participate in any GLPWDC, PWDCA and AKC sanctioned event.
- D. Utilize accurate, respectful, non-derogatory language in their written and verbal communications pertaining to the sport of dogs.
- E. Promote themselves in written and verbal communications that are clear, concise, and do not lend themselves to misinterpretation.
- F. Maximize use of any and all opportunities to educate and mentor each other and the public regarding the importance of the role an ethical breeder plays in having success as a Portuguese Water Dog owner.
- G. Ensure all puppies/dogs are placed/sold into homes that have the education and capacity to maximize the dog's well-being throughout its lifetime. If presented with a circumstance where a dog/pup is in distress the member will contact the GLPWDC or PWDCA rescue coordinator for assistance in resolving the situation. (It is strongly recommended by the GLPWDC that all dogs be sold/placed on a contract that delineates both seller and buyer's responsibility to the dog throughout its lifetime.)
- H. Breeders shall judiciously evaluate pups produced and ensure companion dogs are sold on spay/neuter contract and limited registration status.
- I. Breeders shall disclose, in writing, to the buyer, all test results or lack of recommended testing done on the sire and dam of every pup sold.
- J. Ensure the welfare of their dogs through the provision of high-quality shelter, companionship, nourishment, exercise, and healthcare for the life of the dog.
- K. Refrain from actions/practices that promote puppies as a source of income, contribute to commercial facilities or result in a Portuguese Water Dog being treated as chattel.
- L. Breed dogs only in pairs that minimize known health risks by appropriate use of known genetic and marker-based testing methods, OFA results, temperament tests, pedigree research, and other AKC or PWDCA recommendations at the time of the breeding.
- M. Accept responsibility for every puppy/dog produced under their stewardship for the life of the dog, included but not limited to the expenses of having the dog returned in a safe manner. This responsibility is inclusive of both the bitch and stud dog owner of record for the dog in question.

Section 4: **Rescue/Relocation Policy:**

The GLPWDC must follow the PWDCA Rescue guidelines when dealing with all rescues. Any dog that is accepted by rescue will become the property of the PWDCA Rescue until evaluated and placed. The PWDCA Rescue Program information is located at:

LINK=(Press Ctrl then click or double click on the following link--and then choose to skip verification) If the link doesn't open by clicking on it, copy the link and paste it into your web browser.
PWDCA Rescue, Inc.

To go to the PWDCA Rescue and Relocation Program. PWDCA Rescue, Inc. or go to www.PWDCA.org > Find a PWD > Rescue

To go to the GLPWDC Committee Chair for PWDCA for Rescue and Relocation Program.

LINK=(Press Ctrl then click or double click on the following link and then choose to skip verification) If the link doesn't open by clicking on it, copy the link and paste it into your web browser.
[https://glpwc.wixsite.com/home/officers-and-committee-chairs.](https://glpwc.wixsite.com/home/officers-and-committee-chairs)

Chapter 4--Exhibits:

Section 18-A: SUPPORTED ENTRY:

PWDCA-Supported Entry Application & Instructions:



PWDCA.pdf

The PWDCA online form is available at the PWDCA website> Member Center > Forms.

Further information on Supported Entries is found on the PWDCA website > Member Center > Documents > Policy and Procedure Manual (PPM) & Exhibits > Double Click on "Portuguese Water Dog Club of America, Inc./Policy & Procedure Manual" which will download a pdf > Click on the download > Go to Section XI. Regional Clubs/Supported Entries on Pages 76-77.

EXAMPLE 18-A-1: Supported Entry Example:
January 20, 2009

Great Lakes Portuguese Water Dog Club
President

Via email to: _____

Dear _____:

I am authorized by the Livonia Kennel Club to extend an invitation to you to hold a supported entry with puppy and veteran sweepstakes at our all-breed show on Sunday, August 30, 2009. Norman Kenney will be judging Portuguese Water Dogs on this day, and the Livonia Kennel Club is also holding a Best Puppy in Show competition at this event.

I will need your trophy donation list by March 15, 2009. Our kennel club provides one rosette and \$25.00 to your Club for an entry of 15 or more.

We look forward to working with you.

Sincerely,

Show Chairperson
Livonia Kennel Club

EXAMPLE 18-A-2

GREAT LAKES PORTUGUESE WATER DOG CLUB SWEEPSTAKES COMPETITION INFORMATION

CLASS DIVISIONS:

Puppy Sweepstakes

Dogs and Bitches

6-9 months

9-12 months

12-15 months

15-18 months

If you have any questions regarding this information, please contact Great Lakes Portuguese Water Dog Club President, at:

Veteran Sweepstakes

Dogs and Bitches
7-9 years
9-11 years
11 years and older

ENTRY FEES:

Sweepstakes Entry for Puppy and Veteran competition:
\$20.00 if first entry, \$10.00 for Sweepstakes as an additional entry.

DIVISION OF MONEY AS PRIZES:

PUPPY SWEEPSTAKES

35% of total entry fees will be retained by the Club for expenses. The remainder shall be divided as follows:

Best in Puppy Sweepstakes – 15% of all classes
Best of Opposite Sex to Best Puppy in Sweepstakes - 10% of all classes

After the above deductions (totaling 60%), the balance remaining entry fees in each class will be divided as follows:

First in each class – 15% of the entry fees of the class
Second in each class – 12% of the entry fees of the class
Third in each class – 8% of entry fees of the class
Fourth in each class – 5% of entry fees of the class

VETERAN SWEEPSTAKES

35% of total entry fees will be retained by the Club for expenses. The remainder shall be divided as follows:

Best in Puppy Sweepstakes – 15% of all classes
Best of Opposite Sex to Best Puppy in Sweepstakes - 10% of all classes

After the above deductions (totaling 60%), the balance remaining entry fees in each class will be divided as follows:

First in each class – 15% of the entry fees of the class
Second in each class – 12% of the entry fees of the class
Third in each class – 8% of entry fees of the class
Fourth in each class – 5% of entry fees of the class

EXAMPLE 18A-3

Trophy list for the Portuguese Water Dog supported entry at Livonia Kennel Club on Sunday, August 30, 2009.

BREED

THE PORTUGUESE WATER DOG CLUB OF AMERICA WILL SUPPORT THE ENTRY OF PORTUGUESE WATER DOGS AT THIS SHOW.

Best of Breed, Best of Opposite Sex to Best of Breed, Best of Winners, Winners Dog, Winners Bitch
Custom Rosette offered by the Portuguese Water Dog Club of America, Inc.

Best Puppy, Best Bred-By-Exhibitor, Best Veteran
Custom Rosette offered by the Great Lakes Portuguese Water Dog Club.

First through Fourth place in each regular class
Dog toy offered by the Great Lakes Portuguese Water Dog Club.

Best in Puppy Sweepstakes, Best of Opposite Sex to Best Puppy in Sweepstakes
Custom Rosette offered by the Great Lakes Portuguese Water Dog Club.

Best in Veteran Sweepstakes, Best of Opposite Sex to Best Veteran in Sweepstakes
Custom Rosette offered by the Great Lakes Portuguese Water Dog Club.

OBEDIENCE

Highest Scoring PWD in Regular Classes
Custom Rosette offered by the Portuguese Water Dog Club of America, Inc.

1st Place in each regular obedience class: *Novice Class A; Novice Class B; Open Class A ; Open Class B; Utility Class A; Utility Class B*
Glassware by artist Tina Evans offered by the Great Lakes Portuguese Water Dog Club.

*Inquiries about this information should be directed to:
President, Great Lakes Portuguese Water Dog Club
Email (See the GLPWDC website for this information)*

EXAMPLE 18A-4

The Great Lakes PWD Club held its first supported entry of 2010 this past Sunday in Novi, Michigan at the Oakland County Kennel Club show. Congratulations to all the winners!

Sweepstakes Judge: Diane Anderson

BEST PUPPY IN SWEEPSTAKES

MANITOU BLACK MAGIC. Owner: Victoria Robinson & Charles Robinson., Breeder: Victoria Robinson & Beverly Rafferty. Owner-handled by Vicki.

BOS to BEST PUPPY IN SWEEPSTAKES

POUCH COVE'S TEMPEST SEA ME AT ALLEGIANCE. Owner: Amy Lane., Breeder: Dejah Petsch & Peggy Helming & Milan Lint.

BEST VETERAN IN SWEEPSTAKES

CH GAYLE WINDS AUGGIE DOGGIE RN NA NAJ OAP NJP NF. Owner: Elizabeth Hodges & Cynthia A Schneider. Breeder: Gayle Lynn Smith. Owner-handled by Betsy.

BOS to BEST VETERAN IN SWEEPSTAKES

CH MANITOU LOTSA MOXIE NA NAJ OAP. Owner: Victoria & Charles Robinson., Breeder: Gayle Smith. Owner-handled by Vicki.

Regular Classes Judge: Mrs. Houston (Toddie) Clark

WINNERS DOG AND BEST OF WINNERS – 3 point major

MANITOU BLACK MAGIC. Owner: Victoria Robinson & Charles Robinson., Breeder: Victoria Robinson & Beverly Rafferty. Owner-handled by Vicki.

WINNERS BITCH – 3 point major

DEL SUR HOW NOW. Owner: Mari Szauerzopf & Sara Szauerzopf Breeder: Lana Woodburn & Chay Woodburn. (Will Alexander, Agent).

RESERVE WINNERS DOG

PATRIOT'S WINDWARD PLAYBOY. Owner: Robin Lee-Burmeister & Kathy Maguire., Breeder: Kathy Maguire. Owner-handled by Robin.

RESERVE WINNERS BITCH

SAFE HARBOUR ANCHORS AWEIGH. Owner: Nancy Smith., Breeder: Patricia Joaquin & Cindy A Schneider. Breeder-handled by Cindy Mannor.

BEST OF BREED

CH NAVIO'S FLOWER OF THE SEA. Owner: Pat & Rick Cazenave & John Watson., Breeder: F & P Cazenave. (Julie W Parker, Agent).

BEST OF OPPOSITE SEX

CH GAYLE WINDS NIGHTIME NAVIGATOR. Owner: Colleen & David Valade & Cindy Mannor., Breeder: Gayle Lyn Smith. (Christine Lietzau, Agent).

Respectfully submitted,

GLPWDC President

Section 18-B: AKC MATCH AND TRIAL APPLICATIONS AND REPORTS

AKC Sanctioned Match Application; AKC Application for Show/Trial; Report of Dog Show or Obedience Trial Match; Report of Rally Trial, Report of Dog Show or Obedience Trial, CGC, Scent Work Event, Tracking Events, Etc. (All AKC Forms)

LINK: (Press Ctrl then click or double click on the link below--and then choose to skip verification) If the link doesn't open by clicking on it, copy the link and paste it into your web browser--to go to the AKC forms:

<https://www.akc.org/downloadable-forms/>

EXAMPLE 18-B:

2023 AKC SHOW/TRIAL APPLICATION/INSTRUCTIONS OPTIONS:

1. Use the AKC Online Event Management System. The Online Event Management (www.apps.akc.org/apps/eventplans/) provides a flexible option for submitting applications and judges panels. Club officers can obtain a club's login ID and password by emailing a request to eventplans@akc.org.
2. Scan and email the AKC Application (6 Pages) for Show/Trial to eventplans@akc.org. The form may be downloaded/printed from the AKC website.

3. Fax Application to 919-816-4220
4. Mail Application to American Kennel Club, Event Operations, PO Box 900051, Raleigh, NC 27675-9051

The required AKC Reports for Rally, Obedience, Conformation, etc. for Matches and Trials will be on the AKC website (See above for the link).

Section 18-C: GLPWDC AFTER-ACTION REPORT

EXAMPLE 18-C

The After-Action Report is on the GLPWDC Website at: www.glpwdc.com.

(Press Ctrl then click or double click on the link below)

[Club Forms and Manuals | GLPWDC](#)

If the link doesn't open by clicking on it, copy the link and paste it into your web browser--to go to the forms.

OR GO TO www.glpwdc.com

Then highlight GLPWDC Information > then scroll down to > Club Forms and Manuals and Click on the listed report.



AFTER-ACTION REPORT

Page One of One

Name of Event:	Livonia Kennel Club
Date:	Sunday, August 30, 2009
Location:	Wayne County Fairgrounds, Belleville, MI
Time:	Judging began at 1pm
Chairperson:	
No. of participants:	Sweepstakes: 6 (Judge: Chris Lietzau) Regular Classes: 14 (Judge: Norm Kenney)
Expenditure/Income Report: <input type="checkbox"/> Submitted to Treasurer on: __/__/09	<i>Comments:</i> The GLPWDC sponsored all of the trophies for this event. See Income/Expenditure report for details – event cost the GLPWDC \$153.83

Details of the event:

(include information that would be helpful for the future planning of events of this type, including contact information, deadlines, applications, advertising, promotion, etc.)

Worked with Lee Patten of Livonia KC and found her extremely easy to work with. Great communicator. Email address: westpointcollies@sbcglobal.net

Ordered rosettes from Casio Ribbons in Canada.

Best Practices:

(include details on what received good feedback and made the event successful from an attendees perspective and how this event promoted the GLPWDC and the PWD).

The rosettes were beautiful and well received. The trophy table ringside with the wood GLPWDC was very eye-catching. Each placement receiving a nautical stuffed toy was also nice.

Opportunities:

What could have been done better at this event? Where is there room for improvement?

The entry was so small that we did not even receive any money from Livonia KC (entry minimum was 15 to receive \$25.00). Very disappointing. Historically this show has not drawn large entries, so need to keep that in mind when choosing shows to support.

Need to make sure that there is more than one person tasked with getting the trophies where they need to be. It's difficult to exhibit dogs and be the trophy person at the same time. Should work out how this will be handled prior to the event.

Section 18-D: INCOME AND EXPENDITURE REPORT

Form:



GLPWDC_Income_Exp
enditure_Report.pdf

Submit this report, along with your "After Action Report", to the President of the GLPWDC **within 45 days of the event.**
A separate "Funds Request" report must be submitted to the Treasurer for reimbursement of expenses. All reports are available for download on the GLPWDC website: [Club Forms and Manuals | GLPWDC](#)
 (Press Ctrl then click or double click on the link above--and then choose to skip verification if asked) If the link doesn't open by clicking on it, copy the link and paste it into your web browser--to go to the forms.

EXAMPLE 18-D

EVENT INCOME AND EXPENSE REPORT SAMPLE

Name of Event: Supported Entry – Livonia Kennel Club

Chairperson: _____

Date of Event: Sunday, August 30, 2009

INCOME GENERATED-DESCRIPTION:		
	PWDCA	\$100.00
	Susan Myrick-Trophies for Junior Showmanship	72.00
	Livonia KC for an entry of 15 or more	25.00
TOTAL INCOME:		\$197.00
EXPENSE-PURCHASES:		
06/13/2009	www.doq.com --buoy, ship and beacon toys for 1 st – 4 th places	\$25.16
06/29/2009	www.doq.com --buoy, ship and beacon toys for 1 st – 4 th places	23.92
06/02/2009	Tina Evans-9 custom designed mugs for trophies	205.80
07/28/2009	Judges Gifts for Christine Lietzau	35.00
TOTAL EXPENSES/PURCHASES:		\$472.95
ITEMS USED:		
	9 nautical toys @ 1.64 each	14.76
	2 Tina Evans mugs, one for Highest Scoring B / One for Judge Gift	46.00
	Cassio Ribbons / JD Graphics	183.07
	Judges Gifts for Christine Lietzau	35.00
	(Note: I mailed Susan Myrick her mugs back since we did not use them)	72.00
TOTAL EXPENSE OF ITEMS USED AT SUPPORTED ENTRY:		\$350.83
ITEMS IN INVENTORY:		
	21 Nautical toys @ \$1.64 each	34.44
	4 Tina Evans mugs @ \$23.00 each	92.00
VALUE OF ITEMS IN INVENTORY		\$126.44
COST OF EVENT TO THE GLPWDC-(Expense of Items Used Less Income)		153.83

THIS REPORT WAS PREPARED BY:

Name

Date

Section 18-E: GLPWDC WEBSITE INDIVIDUAL BRAG AD FORM

For Brad Ads on the GLPWDC website, complete this form and email form along with digital photo to Mari Irwin at: mari.irwin@me.com

Name of person submitting ad:	
Mailing Address:	
Telephone Number:	Email Address:
Owner(s) of dog:	
Complete Registered Name of Dog (include ALL titles):	
Call Name of Dog:	DOB:
Describe reason for Brag (new title or whatever you would like to have printed with the photo):	

Section 18-F: GLPWDC/COURIER—REGULAR INDIVIDUAL AD & CLUB BRAG ADS.



PWDCA COURIER BRAG AD SUBMISSION

NOTE: The Courier is published quarterly and what is included in each issue will change from year to year so the following information/Exhibits are examples only and the Advertising Chairperson will need to check with the Courier staff to see what will be included in each issue on an annual basis. The Advertising Chairperson will also need to set deadlines for the club members to submit information if they want to be included in a Club Brag Ad so the Chairperson has time to upload the information and photos to the Courier.

2024 Issues-Publication Schedule is on the PWDCA Courier website—See link below.

PWDCA Courier Ad Submittal Form information is located at: [Press Ctrl then click or double click on the link below--and then choose to skip verification](#)) If the link doesn't open by clicking on it, copy the link and paste it into your web browser.

LINK TO PWDCA/COURIER INFORMATION:

[https://form.jotform.com/230294527273154.](https://form.jotform.com/230294527273154)

PWDCA--How to Submit an Ad to the Courier

Placing your advertisement for The Courier couldn't be easier with our online system. Simply download your content, dog information, photo, photo release and payment and it will be submitted to The Courier Team!

Please utilize our [online submittal system](#).

1. Have all of your advertisement information ready (picture(s), content and payment).
2. Enter in advertiser's information.
3. Choose page design (standard or premium) and any additional ala carte items (additional photos, prime placement, logo, etc.).
4. Create your ad content. We recommend that you create your advertisement content in a Word document. You can then simply upload the word document.
5. Upload photo and photo release.
6. Enter dog information. Health information is considered full disclosure on ads which are congratulatory in nature. Information is provided in a table at the back of The Courier. Only dogs with photos are required to have health disclosure.
7. Make payment via PayPal. PayPal accepts major credit cards.

Design Choices:

Standard Design (Template Ad) - No Additional Charge

- Choice of One Color Background (for color ads)
- Two Fonts
- One Photo Included Per Page (additional photos can be included for a fee)
- Dog's Call Name
- Dog's Registered Name
- One to three bullet brags about your amazing PWD!
- Owner/Breeder/Handler information
- Additional photo fees apply

Premium Design (Designed Ad) - \$75.00 Per Page/\$125.00 per 2-page spread

- Themed or Choice of Color Background
- Multiple Fonts
- Layered or Added Elements (i.e.: cut out objects, blurred backgrounds, etc.)
- One Photo Included Per Page (additional photos can be included for a fee)
- All text listed in Standard Design (and any additional text requested, as page allows)
- PDF of advertisement emailed to advertiser after publication (approximately 10 days)
- Additional photo fees apply

Photos:

Photos should be in digital format, high resolution (300 dpi) uncompressed TIFF or JPEG files.

No black and white or color photocopies or ink jet or laser prints of digital photos will be accepted. Photos from web sites, cell phone or at web resolution (72 – 96 dpi) cannot be used.

Print Ready Advertisement Submittals:

You may use an outside professional designer which must be approved by The Courier. Pages created by InDesign, Adobe CC software and QuarkXpress will be accepted. Specifications are available through the Courier Advertisement Team: courieradvertisements@pwdca.org.

Please utilize the online system to upload your advertisement, provide dog information and pay for your advertisement. Standard deadlines are applicable.

SEE THE BELOW CHECKLIST TO ASSURE YOU HAVE ALL NEEDED TO COMPLETE THIS FORM.

AKC registration information for EACH dog advertised

- Up-to-date titles for EACH dog advertised
- Health test results (for breeding-related ads only)
- Portuguese Water Dog Health & Litter Database Dog # **(**This is new, for all advertisements**)** www.pwdcahld.org (it is free to participate)
- Content (what you would like the ad to say)
- Photo files (.jpg, .png, ...) The file name should include your last name and dog's call name (i.e., Nelson Poppy.jpg)
- Photo release from the photographer (a .pdf file, paid invoice, etc.)
- Payment information (Your PayPal account number or credit card information)

GLPWDC/PWDCA COURIER BRAG AD SUBMISSION FORM

Include copies of the AKC Registration & Health Certificates along with the original photo (photo is optional) of your dog with this form and send to the Advertising Committee Chairperson.

Yes, I would like to have a picture and have included a check payable to the GLPWDC for the amount as determined by the Board of Directors.

Digital Photo: For all photos that are sent digitally, you **MUST** also include a proof (copy) of that photo labeled with the dog's name and owner's name. This can be a simple black and white copy. It is simply for verification purposes. The original digital photo should be sent. It should be 300 dpi and sent in the original format. The Courier will size, crop and convert them to B&W.

When sending a digital photo, it can emailed to the advertising chairperson.

The GLPWDC Ad Coordinator will gather all the required health stat copies (for breeding ads only), digital photos and upload the information to the Courier pursuant to the online submittal form with payment in full for the club ad via paypal or credit card.

Name of person submitting ad:	
Mailing Address:	
Telephone Number:	Email Address:
Owner(s) of dog:	
Complete Registered Name of Dog (include ALL titles):	
Call Name of Dog:	DOB:
REGISTRATION #:	PWDCA HLD #:
Any additional comments (may be included in the ad if space is available)	

The following information is needed only for Breeding Ads and will be required when inputting your breeding ad online:

<p>Follow the PWDCA Ad Policy for health testing (the requirements are different for Brag Ads as opposed to Breeding Ads)—all as detailed in the Courier. If proper documentation is not included, ad will be returned. HEALTH INFORMATION MUST BE STATED USING THE CHOICES SHOWN BELOW:</p>	
<p>GM-1: (choose one) (The PWDCA only accepts GM-1 test results from NYU) <input type="checkbox"/> N99 <input type="checkbox"/> N99L <input type="checkbox"/> N99A, <input type="checkbox"/> N95 <input type="checkbox"/> N95L <input type="checkbox"/> N95A <input type="checkbox"/> C99 <input type="checkbox"/> C95 <input type="checkbox"/> IND <input type="checkbox"/> AP <input type="checkbox"/> GM-1-NOR <input type="checkbox"/> GM-1 CAR <input type="checkbox"/> NOT GM-1 TESTED <input type="checkbox"/> NOT TESTED</p>	
<p>OFA HIPS: (choose one) <input type="checkbox"/> OFA# _____ <input type="checkbox"/> TOO YOUNG TO OFA (any dog less than two years of age) <input type="checkbox"/> OFA PENDING, RADIOGRAPHS SUBMITTED (acceptable one time only on dogs between 2 and 3 years of age) <input type="checkbox"/> NOT OFA'd (dog NOT TESTED and over 2 years of age) <input type="checkbox"/> OFA FAILED</p>	
<p>OFA ELBOWS: <input type="checkbox"/> OFA EL# _____</p>	
<p>CERF: <input type="checkbox"/> CURRENT CERF# _____ (Certification is good for 12 months from the date of the exam and afterwards the dog must be reexamined and recertified to maintain its registration with CERF. In the case of Courier ad policy, this applies to dogs up to 120 months of age.) <input type="checkbox"/> NO CURRENT CERF# (Certification as outlined above has expired, or is not required as dog is over 120 months of age.) <input type="checkbox"/> EYES CLEAR, CERF# PENDING (with copy of exam form marked normal) <input type="checkbox"/> NOT CERF'd (dog NOT TESTED) <input type="checkbox"/> CERF FAILED: (A dog rated OptiGen "C" or "C1" or "Affected" can be featured in a breeding related ad provided it has a current CERF exam form with a sole diagnosis of PRA as the reason for failure.)</p>	
<p>OPTIGEN: <input type="checkbox"/> "A" or <input type="checkbox"/> "Normal/Clear" <input type="checkbox"/> "B" or <input type="checkbox"/> "Carrier" <input type="checkbox"/> "C" or <input type="checkbox"/> "Affected"</p>	
<p>JDCM: (Optional)-(JDCM RECOMMENDATION: PWDCA recommends that one of each breeding pair, either sire or dam, be tested as 1-1 Probable Normal to avoid producing any cardio affected puppies.) <input type="checkbox"/> 1-1 <input type="checkbox"/> 1-2</p>	
<p>OPTIONAL: Ads may include the following in a dog's health statement using only the wording below. <input type="checkbox"/> PENNHIP% - PennHIP Laxity Profile Ranking (indicated by percentage) <input type="checkbox"/> ERG - dog's status to be stated with name of facility, year and dog's age in months, example: ERG-CRN/95-24 means ERG done at Cornell Univ. in 1995 at 24 months. <input type="checkbox"/> SPAYED, NEUTERED</p>	
<p>CDDY: <input type="checkbox"/> <input type="checkbox"/></p>	
<p>EOPRA:</p>	
<p>PRA-PRCD:</p>	
<p>IC-13:</p>	
<p>MICROPTHALMIA:</p>	